

Hearst Elementary School PTA E-Board Mtg
February 5, 2020

Attendees: Claire Cinque, Kerry Schwed, Beth Prince, Christina Burnett, Deb Dasgupta, Kristine Inchausti, Ashley Boyle, Christine Gallano, Susan Chun and Anne MacMillan (via phone). Absent: Principal Geoffroy.

1) Enrichment

- a. Spring Session Costs
 - i. Anticipate approximately \$10,000 in expenses for the management of the spring session
 1. Parent coordinators paid \$25 each/hr with total hours=80
 2. On-site teacher coordinator paid \$40/hr with total hours = 120
 3. Assistant coordinator paid \$20/hr with total hours = 40
 - ii. So far there are 6 teacher-led classes for the spring, costing approximately \$2560
 - iii. Estimated revenue from fees is approximately \$5600
 - iv. Estimated total cost for Spring Enrichment is approximately \$12,160.
 - v. DGS fees to be transferred to PTA from Kaizen
- b. Outside vendors will likely lower costs and some previous long-standing vendors will return
- c. Cory Levine is investigating forming a 501(3)(c) for afterschool programs in the future
- d. Insurance
 - i. Need to determine the insurance needs for vendors
 - ii. PTA insurance should cover teacher and parent volunteers
- e. Skip Holmes is one of the Aftercare/Enrichment liaisons who is working with Brent Thomas of Innis
 - i. Exploring potential for an aftercare/enrichment venture with INNIS

2) Budget/Finance Update

- a. Executive Board reviewed the current status of the SY 19/20 budget and discussed anticipated changes for the SY 20/21 budget
 - i. Cost projection for Enrichment for next year on target to be approximately the same as this year. Onsite coordination and management unpredictable variable.
 1. May potentially ask the current lead on-site coordinator to return next year.
 - ii. Drama Club will have no more than 6 paid staff volunteers
 1. Drama Club has own pot of money from registration fees and ticket sales to cover own expenses
 - a. Remove income line item and treat in same manner as Autism Fund and Historic Aquarium Fund.
 2. Drama Club needs to send their accounting information to Kristine and Susan
 - iii. Smartboards
 1. Repairs are desperately needed. Some classrooms have had non-functioning boards for almost a year.

2. Need to ask Principal Geoffroy for permission to proceed with getting contractors to fix boards
- iv. Classroom Funds
 1. Will increase line item, specialists to get \$500
 2. Increase will help cover buses for field trips, since large grades (e.g. 2nd) need an extra bus
 3. Will establish a deadline with teachers on when to spend their allocated funds. After deadline, funds become available to any teacher in need.
- v. Custodial line item to be added
 1. Supplies and repair needs.

3) Auction

- a. Board quickly reviewed a few potential things to put up as Raise the Paddle and Fund the Need items for general donations.
 - i. New iPads for lower grades
 - ii. Diversity mural supplies
 - iii. New sound system
- b. Ms. Dilley and/or Ms. Dittamo will serve as spokespeople at the Auction to garner support from the Hearst Community for needs.